



Filing a Marketer Refund Claim Manual Data Entry

FILE AND PAY AT:
<http://sd.gov/epath>

BENEFITS OF EPATH

- Provides 24/7 access to file Marketer Refund Claims by electronic means
- Easy Data entry or Data upload
- System does all calculations

Features

- Use one EPath account to claim refunds or file and pay taxes for multiple licenses for same owner
- Amend claims or returns online
- Review claims, returns, payments, outstanding returns, and account balances
- Make payments if any are due
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time

Login >

Log in to your Account

Username:

Password:

[Forgot your Password?](#)

Continue

Create an Account

If you are not already using EPath to access your account, create an account now.

Create Account

Watch Video on
Creating an Account

Use EPath to file and pay the following taxes:

911 Emergency Surcharge
Bank Franchise Tax
Contractors' Excise Tax
Sales and Use Tax

Motor Fuel:

Biodiesel Producer	Blender
Ethanol Broker	Ethanol Producer
Importer/Exporter	LNG
LPG User	LPG Vendor
Supplier	

Make a Payment >

If you don't have an EPath account and need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.



Due Dates Calendar

ACCESS
EPATH HELP
FROM EVERY
SCREEN

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[Privacy Statement](#)


Each  has help information, simply point to the  to display the information.

Main Menu >

File and Pay.

- ▶ [File and Pay your Return](#) 
- ▶ [Upload Additional Documentation](#) 
- ▶ [Amend a Return](#) 

Pay Outstanding Balance.

- ▶ [Payment Only](#) 

Select an account function to perform.

- ▶ [Add/Edit User Accounts](#) 
- ▶ [Cancel Licenses](#)
- ▶ [Print License Card](#)
- ▶ [Change Profile](#) 
- ▶ [Add a License](#)
- ▶ [Renew your Alcohol Tax License](#)

View History.

- ▶ [View Account Activity](#) 
- ▶ [View Pending Items](#) 
- ▶ [View/Edit Pending Electronic Payments](#) 
- ▶ [View Deleted Electronic Payments](#) 

Main Menu >

File and/or pay taxes.

▶ [File or Amend Return/Payment](#) 

▶ [Upload Additional Documentation](#) 

▶ [Payment Only](#) 

To reach the **Filing Menu** click here.

Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options

☒ File a Return For:

☐ Amend a Return For: 

☐ Edit a Saved Return:

[Log out](#)

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—Please select a license—

Step 1: Select your license number using the drop down arrow.

3000-1002-LD – Wonder Woman Corporations (LPG User)
3000-1001-LV – Wonder Woman Corporations (LPG Vendor)
3000-1000-MK – Wonder Woman Corporations (Marketer)
3000-1003-SU – Wonder Woman Corporations (Supplier)
3000-1004-TM – Wonder Woman Corporations (Tribal Marketer)

Step 2: Choose from Filing Options to file, amend, or edit claims

Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options

☐ File a Return For:

☐ Amend a Return For: 

☐ Edit a Saved Return:

Select the Data Entry Method:

Log out

3000-1000-MK – Wonder Woman Corporations (Marketer) ▼

Date From: 3/17/2017 

Date To: 3/31/2017 

--Please select a Period--

--Please select a Period--

☒ Upload File Containing Data

☐ Manual Data Entry

Step 3: Select your dates. **Please Note:** Refund claims for dates prior to January 1st 2017 cannot be claimed electronically.

Manual Data Entry allows you to enter the information from your schedule into EPath one transaction at a time.

Step 4: Select the Data Entry Method, Upload File Containing Data under filing options.

Back

Next

Step 5: Click Next

Example: Manual Data Entry

Indian School License's >

Step 1: Enter the information from your records into each box.

The first screen is where you will record data of sales of fuel sold in bulk to a location on a licensed Indian School's premises.

each listing in the fields provided below and click the 'Save' button to may delete or edit records after they have been added. When done entering button to continue.

[School License](#) >

[Data Entry](#)

[Reefer Storage](#)

[Tribal Sales](#)

[MK Wex Upload](#)

[MK Summary](#)

[Verify Info](#)

License No.

Required

3000-123

School Name

Required

A Schools Name

Gasoline

500

100% Ethyl Alcohol

AVGAS

Undyed Diesel Fuel

1800

Jet Fuel

100% Methyl Alcohol

Undyed Biodiesel

Save

Cancel

☐ Clear form after updates

Once you have hit Save your information will appear below.

Step 2: Click Save after each entry.

Edit	Delete	School Name	License No.	Gasoline	Ethyl	AVGAS	Undyed Diesel	Jet Fuel	Methyl Alcohol	Undyed Biodiesel
Edit	Delete	A Schools Name	3000-123	500	0	0	1800	0	0	0

Page 1 of 1 | Total Records: 1

[Save Schedule Information](#)

Save Schedule Information will save all of your data in an excel spreadsheet.

Step 3: After you have recorded all of your entries or if you do not have any entries for this section click Next

Back

Next

Please Note: License Number and School Name are required information.

December 2017 | 7

Example: Manual Entry continued...

Please Note: All fields are required to be completed in this section.

The second screen is where you will record your sales to the US Government. These will be reported as a Schedule Type 8.

Marketer Refund Data Entry >

FILING MAR 17, 2017 TO MAR 31, 2017 REFUND FOR: 3000-1000-MK

[Main Menu](#)
[Logout](#)

[School License](#)
[Data Entry >](#)
[Reefer Storage](#)
[Tribal Sales](#)
[MK Wex Upload](#)
[MK Summary](#)
[Verify Info](#)

Enter the information for each listing in the fields provided below and click the 'Save' button to add/edit the listing. You may delete or edit records after they have been added. When done entering all listings click the 'Next' button to continue.

Schedule Type	<input type="text"/>	
Product Type	<input type="text"/>	Sold To <input type="text"/>
Purchaser's FEIN	<input type="text"/>	Gross Gallons <input type="text"/>
Date Shipped	<input type="text"/>	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="checkbox"/> Clear form after updates

[Edit](#) [Delete](#) [Schedule Type](#) [Product Type](#) [Date Shipped](#) [Sold To](#) [Gross Gallons](#)

1

Page 1 of 1 | Total Records: 0

After you have recorded all of your entries or if you do not have any entries for this section click **Next**.

[Back](#) [Next](#)

Reefer Storage Worksheet >

FILING MAR 17, 2017 TO MAR 31, 2017 REFUND FOR: 3000-1000-MK

[Main Menu](#)
[Logout](#)

[School License](#)
[Data Entry](#)
[Reefer Storage >](#)
[Tribal Sales](#)
[MK Wex Upload](#)
[MK Summary](#)
[Verify Info](#)

Enter the information for each listing in the fields provided below and click the 'Save' button to add/edit the listing. You may delete or edit records after they have been added. When done entering all listings click the 'Next' button to continue.

Product Type	<input type="text"/>	Date	<input type="text"/>
Gallons Undyed Fuel	<input type="text"/>	Sales Tax Remitted	<input type="text"/>

☐ Clear form after updates

[Edit](#) [Delete](#) [Product Type](#) [Gallons](#) [Date](#) [Sales Tax Remitted](#) [IFTA Number](#)

1

Page 1 of 1 | Total Records: 0

After you have recorded all of your entries or if you do not have any entries for this section click **Next**.

[Back](#) [Next](#)

The third screen is where you will record your sales of undyed diesel fuel dispensed in separate reefer storage for refrigeration use.

Example: Manual Entry continued....

Please Note: All fields are required to be completed in this section.

Tribal Sales Schedule >

FILING MAR 17, 2017 TO MAR 31,2017 REFUND FOR: 3000-1000-MK

[Main Menu](#)

[Logout](#)

[School License](#)

[Data Entry](#)

[Reefer Storage](#)

[Tribal Sales](#) >

[MK Wex Upload](#)

[MK Summary](#)

[Verify Info](#)


Enter the information for each listing in the fields provided below and click the 'Save' button to add/edit the listing. You may delete or edit records after they have been added. When done entering all listings click the 'Next' button to continue.

Product Type

Tribal Enrollment #

Purchaser's Name

Bulk Delivery Location

Date Sold 

Purchasers Tribal Code

Gallons Sold

☐ Clear form after updates

[Edit](#) [Delete](#) [Name](#) [Tribal Code](#) [Tribal #](#) [Product Type](#) [Deliv](#)

1

Page 1 of 1 | Total Records: 0

After you have recorded all of your entries or if you do not have any entries for this section click **Next**.

This data entry screen is where you will record sales of fuel sold to an enrolled tribal member purchasing fuel in Indian country controlled by the members tribe, or an Indian tribe purchasing motor fuel or special fuel in Indian country controlled by the tribe will be uploaded under this section.

Example: Supporting Documentation File Upload

This screen allows you to upload copies of documentation to support your claim. Supporting documentation includes, but is not limited to: WEX statements, tax exempt statements, tax exempt spreadsheets or worksheets, and sales invoices

WEX File Upload >

FILING MAR 17, 2017 TO MAR 31, 2017 REFUND FOR: 3000-1000-MK

[Main Menu](#)
[Logout](#)

Please upload your Marketer Return WEX File here.
The following electronic files can be uploaded
Documents (.pdf, .xls, .xlsx, .xlsb, .csv, .doc, .docx)
Images (.jpg)

Make sure your file is uploaded using one of these file formats.

Step 1: Click **Choose File**

Upload File

Choose File No file chosen

Upload File

Back

Next

Step 2: Select the file you wish to upload. Once you have selected the file you wish to upload click **Upload File**.

Step 3: Click **Next**

File Name		Size
Delete	E1810V2-IndividualVehicleMileageAndFuelReport.pdf	40.9 KB

Upload File

Choose File No file chosen

Upload File

If your file upload was successful it will appear above the **Upload File** section.

Back

Next

Example: Gallons Lost in Accordance with 10-47B-137

This final data entry screen is where you will record total gallons lost in accordance with SDCL 10-47B-137. A Marketer may collect a refund of fuel taxes paid on fuel lost by leakage or theft, or fuel lost or destroyed by fire, flood, tornado, windstorm, or explosion.

Marketer's Tax Return >

FILING MAR 17, 2017 TO MAR 31, 2017 REFUND FOR: 3000-1000-MK

[Main Menu](#)
[Logout](#)

[School License](#)
[Data Entry](#)
[Reefer Storage](#)
[Tribal Sales](#)
[Supporting Doc.](#)
[Marketer Refund >](#)
[MK Summary](#)
[Verify Info](#)

Enter Whole Gallons

REFUNDABLE SALES	A Gasoline	B 100% Ethyl Alcohol	C AVGAS	D Undyed Diesel Fuel	E Jet Fuel	F 100% Methyl Alcohol	G Undyed Biodiesel
3. Total gallons lost in accordance with Section 137	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

BackNext

After you have recorded all of your entries or if you do not have any entries for this section click **Next**.

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Please Note: To qualify for this refund you must meet the following qualifications:

1. All Claims must be filed with the Department within 30 days after the loss is discovered.
2. For a refund of taxes on fuel lost by leakage or theft, the total gallons must exceed 500 gallons.
3. For a refund of taxes on fuel lost or destroyed by fire, flood, tornado, windstorm, or explosion, the total gallons must exceed 100 gallons

TIP: Always remember to review your entries before continuing on in the process.

Marketer's Tax Return Summary >

[Main Menu](#)
[Logout](#)

[School License](#)
[Data Entry](#)
[Reefer Storage](#)
[Tribal Sales](#)
[MK Wex Upload](#)
[MK Summary >](#)
[Verify Info](#)

Please verify that the return information is correct. If the return is incorrect please click the 'Back' button to return to the previous page.

FILING MAR 17, 2017 TO MAR 31,2017 REFUND FOR: 3000-1000-MK			
REFUNDABLE SALES	A Gasoline	B 100% Ethyl Alcohol	
2. Total gallons of fuel sold in bulk to indian school premises.	500	0	
3. Total Gallons sold to US Government	0	0	
4. Total Gallons of taxed undyed diesel fuel dispensed into reefer storage			
5. Total gallons of fuel sold to an enrolled tribal member	0	0	
REFUNDABLE SALES			
6. Subtotal all gallons -Add Lines 2, 3, 4, and 5	500	0	
7. Tax Rates	\$0.28	\$0.14	
8. Total taxes eligible for refund -Multiply Line 6 by Line 7	\$140.00	\$0.00	
9. Total Refund Claim Amount -Add Columns A through G on Line 8			\$644.00

Your Total Refund Amount is **\$644.00**

[View Printer Friendly Version](#)

[Back](#)

[Next](#)

Click [View Printer Friendly Version](#) to print your return.

Click [Next](#)

Example: Gallons Lost in Accordance with 10-47B-137

Please Note: If you did not have any entries for gallons lost in accordance with Section 137 (Slide 11) you will not reach this screen.

This screen allows you to upload copies of documentation to support your claim for the entries reported in accordance with Section 137(Slide 11) . Supporting documentation includes, but is not limited to: insurance reports, police reports, Bills-of-lading, and invoices.

The Affidavit of Loss of Taxable fuel **MUST BE COMPLETED, NOTARIZED, AND** uploaded along with any necessary documentation to support your claim. .

Step 2: Select the file you wish to upload. Once you have selected the file you wish to upload click **Upload File.**

To access the Affidavit of Loss of Taxable fuel please visit:
http://dor.sd.gov/Motor_Vehicles/Motor_Fuel/Forms.aspx

Additional Documentation >

FILING MAR 17, 2017 TO MAR 31,2017 REFUND FOR: 3000-1000-MK

[Main Menu](#)
[Logout](#)


[School License](#)
[Data Entry](#)
[Reefer Storage](#)
[Tribal Sales](#)
[Supporting Doc.](#)
[Marketer Refund](#)
[MK Summary](#)
[Documentation >](#)
[Verify Info](#)

Marketer Refund

All Disabled Rows are WEX Uploads.

Please upload your Signed Affidavits for "Loss Fuel" on Line 3.

Credit Amended Returns

If the amended return resulted in a credit please upload documentation to support the credit. Please include a contact person, their email and phone number. 

The following electronic files can be uploaded

Documents (.pdf, .xls, .xlsx, .xlsb, .csv, .doc, .docx, .rtf, .ods, .odt, .wps, .xml, .txt)

Images (.png, .tif, .tiff, .jpg, .jpeg, .jpe, .jfif, .bmp, .gif)

Step 1: Click **Browse**

Upload File

Step 3: Click **Next**

[Main Menu](#)
[Logout](#)

[School License](#)
[Data Entry](#)
[Reefer Storage](#)
[Tribal Sales](#)
[MK Wex Upload](#)
[MK Summary](#)
[Verify Info >](#)

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

License:	3000-1000-MK	Period:	3/17/2017 To 3/31/2017
Name:	WONDER WOMAN CORPORATIONS	Return Due Date:	N/A
File Code:	Required Calendar Monthly	Return Type:	MK - Original
		Refund Amount:	\$644.00
		Interest/Penalty:	N/A
		Total Refund:	\$644.00
		Payment Type:	

Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.

Login Password:

Reminder: Clicking **Submit** will finalize the filing process. Make sure to look everything over one last time.

Back

Submit

Confirmation Information >

Confirmation	
Confirmation Number:	116350941694570878
Date Submitted:	Mar 27, 2017 4:35 PM
Return	
License:	3000-1000-MK
Period:	03/2017
Return Type:	MK - Original
Return Due Date:	Jan 27, 2017
Total Amount Due:	\$644.00
View/Print Full Return	



Print

Main Menu

Please Note: You will **NOT** be able to print your return after you return to the main menu. Click View/ Print Full Return to print your return

Find additional information and instructions for using EPath
at: <http://dor.sd.gov/epath/>

Questions?

Call: 605.773.8178
Email: sdmotorfuel@state.sd.us